University of Massachusetts at Boston

Continuing Education

Bulletin

Credit and non-credit courses for your
- personal growth
- professional development
- college degree requirements

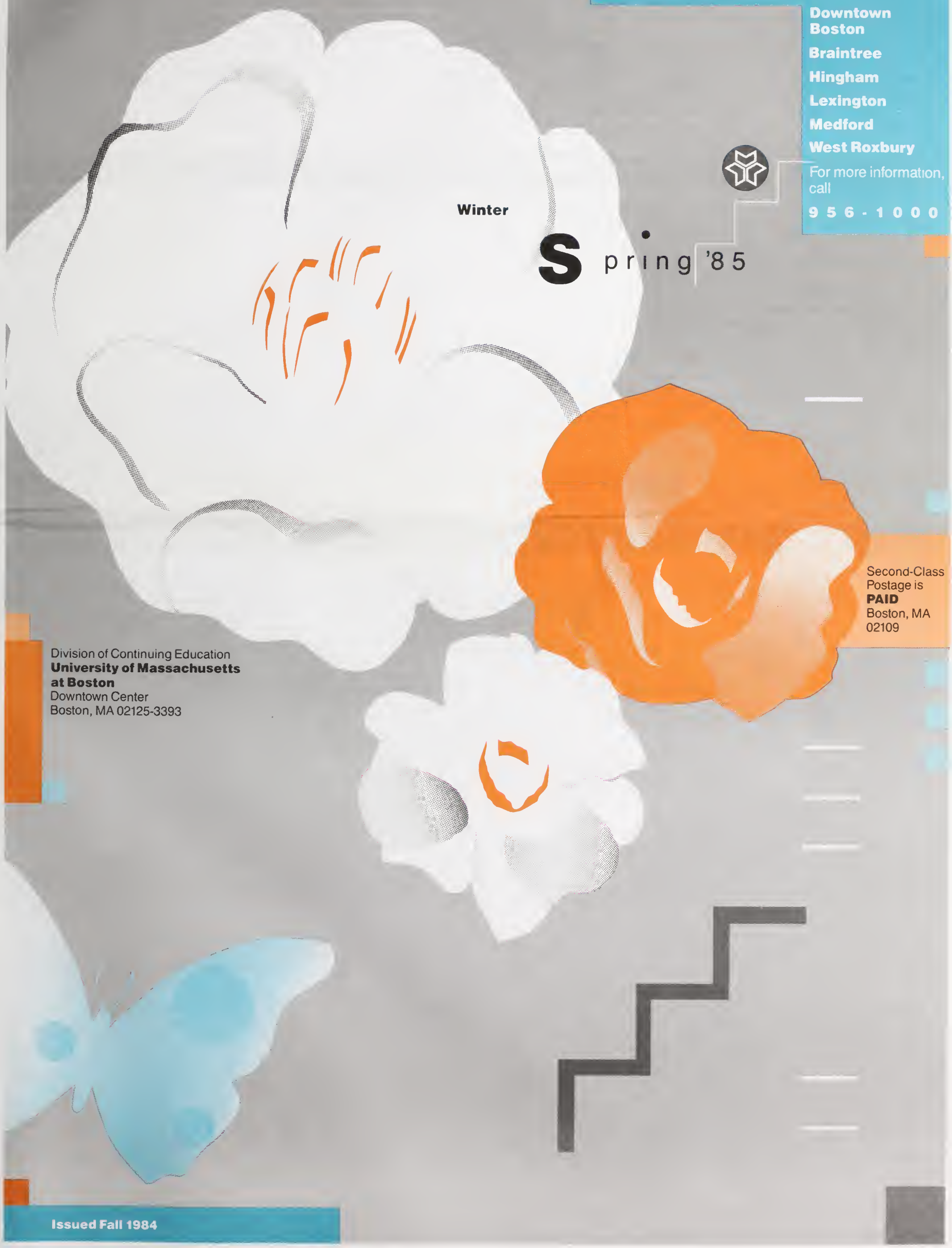
at convenient times and locations in:

Downtown Boston
Braintree
Hingham
Lexington
Medford
West Roxbury

For more information, call
956-1000

Winter

Spring '85



Division of Continuing Education
University of Massachusetts at Boston
Downtown Center
Boston, MA 02125-3393

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Issued Fall 1984

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How to Register

For your convenience, registration for continuing education courses is conducted primarily by mail or telephone. To register for UMass/Boston credit courses by mail, use the form below; to register for non-credit and library science courses, use the form on page 8. To register by telephone, you must charge fees to a MasterCard or VISA account. (The number to call is 929-7933.) To avoid paying a $20.00 late fee, you must register by January 18.

Walk-in registration at the Harbor Campus and at each off-campus location is also available.

Please be sure to see pages 11 and 12 for additional information about registration and payment procedures.

The deadline for mail, telephone, or walk-in registration (at the Harbor Campus) is January 18. Locations of courses and on-site registration dates are as follows:

UMass/Boston Downtown Center
Arlington & Stuart Streets (Park Square), Boston
January 19, 10:00am-12:00 noon

Braintree High School
128 Town Road, Braintree
January 14 & 16, 6:00-8:00pm

Hingham High School
14 Main Street, Hingham (registration)
41 Pleasant Street, Hingham (classes)
January 17, 4:00-7:00pm

Lexington High School
251 Waltham Street, Lexington
January 16 & 17, 6:00-8:00pm

Medford High School
489 Winthrop Street, Medford
January 14 & 16, 6:00-8:00pm

West Roxbury High School
1205 V.F.W. Parkway, West Roxbury
January 16 & 17, 6:00-8:00pm

If any on-site registration session is cancelled due to weather conditions, it will be held on the same day and at the same time the following week.

Academic Calendar for Continuing Education Courses

Location of Courses	Downtown Center	Hingham	All Other Sites
Advance Registration Deadline	January 18	January 18	January 18
Late Registration*	January 21–26	January 21–February 1	January 21–February 1
Classes Begin	January 26	Week of January 28	Week of January 28
Add/Drop Deadline	February 2	February 5	February 5
Vacations	March 16	February 18–22 April 15–19	February 18–22 April 15–19
Midsemester	March 9	March 6	March 15
Pass/Fail Deadline	March 9	March 6	March 15
Withdrawal Deadline	March 23	March 20	March 29
Classes End	May 4	Week of April 8	Week of May 6
Final Exams	May 11	Week of April 22	Week of May 13

* $20 late fee. On-site late registration occurs only on those dates and at those times when classes are scheduled.

Registration Form Continuing Education Credit Courses

Please be sure to provide the numbers requested below. They are needed for coding purposes.

Social Security # — — UMass/Boston ID # (if any):

Name
Last First Middle Initial

Address
No Street City State Zip

Student Status
Graduate Undergraduate

Ethnic Survey Information (Required by Federal Government)

A. American Indian/Alaskan Native
B. Black Non-Hispanic
C. Asian or Pacific Islander
D. Hispanic
E. Non-resident Alien
F. White Non-Hispanic
G. Do not wish to report
H. Cape Verdean

Sex
Male Female

Marital Status
Married Divorced
Single Widowed

Residency Status
Instate Out of State Foreign

Veteran Status
Veteran Non-veteran

Student Visa
Yes No

Phone: ( )

Date of Birth
Mo Day Year

Current/former UMass student at:
Boston Amherst

Accepted as UMass student at:
Boston Amherst
Class of

Would you like information on admission to a degree program?
Yes No If yes, area of interest

Course Selections

Sched No	Dept	Title	Site	Credits		Lab Fee (if any)	Total Course & Lab Fee
					× $50.50	+	=
					× $50.50	+	=
					× $50.50	+	=
					× $50.50	+	=

MasterCard and VISA Only

The University of Massachusetts at Boston, Division of Continuing Education, will accept MasterCard or VISA for payment of fees. If you would like to make use of this service, please provide the information requested

Account No

Expiration Date

Student's Name (Print)

Student's Signature

Print name of person to whom card was issued if different from above

If a student withdraws or a course is cancelled, the refund will be made only as a credit to the student's MasterCard or VISA account

Full payment must accompany all registrations.

Method of Payment
VISA MasterCard
Check Other

Make checks payable to University of Massachusetts – Continuing Education

Send checks and forms to:
Division of Continuing Education
University of Massachusetts at Boston
Harbor Campus
Boston, MA 02125-3393

Batch:

Course Fee
Undergraduate $50.50

Please Note:
This form is to be used only when registering for credit courses. To register for non-credit courses, please use the form on page 8.

Please calculate payment below.

Course and Lab Fees (total)*
Registration Fee $10.00
Educational Service Fee $5.00
Subtotal
Late Fee (if applicable) $20.00
Total Payment Enclosed

* Remember to make out a separate check for the total course and lab fee for each course.

When you use this form to register by mail, your cancelled check will be your receipt.

The University's Commitment to the Adult Learner

The Evening Program

As greater Boston's only public university, the University of Massachusetts at Boston is committed to providing opportunities for all persons seeking access to quality higher education in the area it serves. The University has a special commitment to adults who are beginning or returning to college. This special commitment to those beyond traditional "college-age" who have daytime obligations and responsibilities at work and at home is demonstrated by the University's comprehensive evening program. This program invites busy adults to select from among numerous courses offered at convenient times and at places near where they live and work.

The evening program has two major components that complement each other. Together they permit adult learners maximum flexibility, whether their personal educational plans call for them to take courses simply for individual growth or professional improvement, or for the attainment of a degree as well.

One of these components is administered by UMass/Boston's Division of Continuing Education. Since the Division is self-supporting, the University is able to carry out its commitment to adult learners beyond the campus at no additional cost to the Commonwealth. The Division offers a variety of credit courses during the evening at a number of suburban locations. (The Division also offers credit courses on Saturday mornings at the University's Downtown Center in Park Square.) Continuing Education courses are particularly suited to the needs of adults who may wish to begin or return to a previously interrupted college educational experience. The convenient locations make it easier for adults to succeed in University courses while carrying on their work and home responsibilities.

The other major component of the University's comprehensive evening program is the Extended Day schedule, which extends the regular day program of credit courses at the Harbor Campus into the late afternoon and evening hours. Extended Day particularly serves the needs of persons who are seeking UMass/Boston degrees, although it also offers a wide range of courses useful for persons with other educational objectives.

Both Continuing Education and Extended Day courses are taught largely by the University's regular full-time faculty. The credits earned through Continuing Education or Extended Day courses are in no way different from the credits earned by a student attending classes during the day. And UMass/Boston students are free to combine day, evening, Saturday, and off-campus courses during any semester. (Students are reminded that a separate registration procedure exists for Continuing Education courses and that Continuing Education and Extended Day courses follow different academic calendars.)

Many older students take individual UMass/Boston courses or course sequences, on- or off-campus, as "Special," non-degree-seeking students. Such students are welcome at UMass/Boston. The University also encourages older students to apply for formal admission to degree programs. Persons who have been out of school for three years or more are not required to submit SAT scores when they apply, and in some cases students who have been out of school for ten years or more may submit personal statements in place of high school records. UMass/Boston also conducts "How to go to college if you're not a kid" seminars at which experienced counselors provide information and practical advice for adults who are interested in resuming their education. These seminars meet every Wednesday at the Downtown Center and will also take place at a number of off-campus locations throughout the spring. For further information about admission requirements for older students or about "Back-to-College" seminars, call UMass/Boston's Admissions Office at 929-8000.

The Division of Continuing Education

UMass/Boston's Division of Continuing Education extends the University's resources to people who might not otherwise be able to make use of them. The Division offers undergraduate courses on Saturdays at the University's Downtown Center and during the evening at a number of off-campus locations. Through its Center for Occupational Education, the Division offers courses for those seeking state approval as vocational instructors and as vocational instructors of students with special needs, as well as courses leading to teacher certification in industrial arts. The Software Specialist Institute provides continuing professional education in the field of information technology. The Auditor's Institute has recently been established to promote sound and efficient management of state resources that are committed to the purchase of services.

Special non-credit programs in alcoholism treatment services, emergency service training, and graduate test preparation are offered at the University's two campuses. In addition, the Division's Office of Educational Telecommunications offers a number of teleconferences on a variety of topics and sponsors a public affairs series—"Local Focus"—on cable television.

The Division can assist professional groups in organizing and conducting conferences, workshops, and seminars, and welcomes proposals or suggestions for additional activities it might sponsor. For additional information about how Continuing Education might help your group, please contact the Director at 956-1000.

Further Information

For further information about evening off-campus or Saturday courses and all non-credit offerings, please call the Division of Continuing Education at 956-1000.

For further information about evening courses at the Harbor Campus or about degree programs which can be completed entirely through evening study, please call the Extended Day Office at 929-7755. Information about Extended Day courses not offered at off-campus sites can be found in the course description section of this bulletin.

For general information about academic programs at UMass/Boston, please call the Office of New Student Information at 929-8600.

About Credit Courses

Undergraduate courses offered through the Division of Continuing Education are open to: 1) students who may be considering matriculation into a degree program at UMass/Boston or elsewhere; 2) students matriculated at other institutions who will use UMass/Boston credits to meet degree requirements at their home institutions; and 3) matriculated UMass/Boston students who may take Continuing Education courses to meet University requirements. All Continuing Education courses carrying credit are equivalent in content and method of instruction to other credit courses offered by the University.

Students who have graduated from high school or who have earned certificates of general educational development are invited to begin or continue taking courses through the Division of Continuing Education. College-bound high school juniors and seniors interested in beginning their college educations may also enroll in Continuing Education courses.

The University assumes that students registering for undergraduate courses will accurately assess their ability to do college-level work. Students should be aware, however, that they are responsible for meeting prerequisites for certain courses.

Courses listed under the heading "Occupational Education" or "Industrial Arts" are open only to those persons seeking Massachusetts Department of Education approval or certification.

If a student's ultimate goal is to obtain a UMass/Boston degree, it is to the student's advantage to apply for formal admission (matriculation) as early as possible. Most part-time students matriculate after having completed their first two or three courses. Matriculated students are assured that their degree requirements will not be affected by subsequent changes in the University's curriculum; consequently they find it easier to plan schedules including courses that meet their individual requirements. Matriculated students may also change from one degree program to another and may proceed toward the degree at their own pace.

To serve potential as well as matriculated UMass/Boston students, both "Core" as well as "non-Core" courses are offered. Core courses, identified by the prefix "C" in the course number, emphasize the development of skills in written expression and critical analysis. Prospective UMass/Boston students are advised to consult the UMass/Boston *Catalog* for further information about the core curriculum and other degree requirements. General information about UMass/Boston degree programs is available from the New Student Information Office at 929-8600.

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The University of Massachusetts at Boston is an affirmative action/equal opportunity employer and prohibits discrimination on the basis of race, color, sex, age, religion, national origin, handicap condition, or veteran status in its employment, in the recruitment, admission, and treatment of students, and in its policies and programs, as required by Federal and State laws and regulations. Inquiries concerning these laws and regulations should be addressed to the Director of Affirmative Action, Administration Building, Harbor Campus, University of Massachusetts at Boston.

The University of Massachusetts at Boston is accredited by the New England Association of Schools and Colleges. The University of Massachusetts at Boston is a member of the North American Association of Summer Sessions and the National University Continuing Education Association.

Publications Office
85.068/12.84/50M

Accounting and Finance

AF 210
Financial Accounting
Presents the theory and techniques of financial accounting. The course encompases the basic functions of collecting, processing, and reporting accounting information for interested third parties (e.g., owners, investors, and government) and enables students to analyze, interpret, and use accounting information effectively.

Braintree: M 6:30–9:00pm, 3 Credits, Sched No 323704
Medford: M 6:30–9:00pm, 3 Credits, Sched No 323653
West Roxbury: Tu 6:30–9:00pm, 3 Credits, Sched No 323608
Downtown Center: S 8:30–11:00am, 3 Credits, Sched No 323557

AF 211
Managerial Accounting
Presents the theory and techniques of managerial accounting, from the particular perspective of the manager. The course covers the identification and analysis of the behavior of costs within the organization, and illustrates how managers use such knowledge for planning and control. Major topics include responsibility accounting, comprehensive and cash budgeting, and standard job order and process cost systems.
Prerequisite: AF 210.

Braintree: M 6:30–9:00pm, 3 Credits, Sched No 324052
Hingham: Tu 6:00–9:15pm, 3 Credits, Sched No 324103
Lexington: Th 6:30–9:00pm, 3 Credits, Sched No 323951
West Roxbury: W 6:30–9:00pm, 3 Credits, Sched No 324007
Downtown Center: S 8:30–11:00am, 3 Credits, Sched No 323906

On-Campus Evening Courses in Accounting and Finance
UMass/Boston's Accounting and Finance department offers many evening courses at the Harbor Campus. Upper-level Accounting and Finance courses are open only to degree-seeking students in the College of Management.

Anthropology

Anth C103
Introduction to Cultural Anthropology
The study of recent and contemporary human societies in cross-cultural perspective. Ethnographic accounts are used to analyze and compare variations in cultural adaptations and processes of cultural change.
Core Area: Social and Behavioral Sciences.

West Roxbury: W 6:30–9:00pm, 3 Credits. Sched No 324196

Anth 280
Culture and Medicine
Of interest to health care professionals and consumers alike, this course will explore the influence of culture on health care beliefs, practices, and institutions. The course begins with an examination from an anthropological perspective of belief about and behavior toward illness. It goes on to examine several human activities, such as childbirth, aging, and death and dying, that are considered medical matters in the U.S. but are managed differently elsewhere. The course concludes with an exploration of health and medical systems throughout the world and a comparison of western, non-western, and alternative systems.

Braintree: W 6:30–9:00pm, 3 Credits, Sched No 324305

On-Campus Evening Courses in Anthropology
Introduction to Archaeology and Biological Anthropology • Introduction to Cultural Anthropology • Childhood in America

Biology

Biol 108
Introduction to Nutrition
Introduction to the elements of nutrition with emphasis on nutrition for humans; examination of food stuffs and nutritional quality, physiology of food utilization, food quality regulations and the global ecology of food production. No background in the natural sciences is required.

Braintree: W 6:30–9:00pm, 3 Credits, Sched No 324552
West Roxbury: Tu 6:30–9:00pm, 3 Credits. Sched No 324507

On-Campus Evening Courses in Biology
Evolutionary Biology • General Biology I • Anatomy and Physiology II

Chemistry

Chem C108
Introduction to Chemistry II
Basic organic chemistry, nomenclature, classes of compounds, and reactions of these classes are discussed as an introduction to a survey of biochemistry. Required for nursing majors. Also open to non-science majors.
Prerequisite: Chem 107.
Core Area: Natural Sciences.

Medford: TuTh 6:30–9:30pm, 4 Credits, Lab Fee: $20.00, Sched No 325002
West Roxbury: MW 6:00–9:00pm, 4 Credits, Lab Fee: $20.00, Sched No 324956

On-Campus Evening Course in Chemistry
Chemical Principles II

Economics

Econ C101
Introductory Economics I
A broad introductory survey in which special attention will be given to the role of economic principles in analyzing and understanding current economic problems. Emphasis will be placed on the functioning of markets and on examining the behavior of individual economic units such as the business firm and the consumer (microeconomics). Other areas of emphasis will vary from section to section and may include: industrial organization, income distribution, international trade, economics of the environment and other topics. (May be taken after Econ C102.)
Core Area: Social and Behavioral Sciences.

Braintree: Th 6:30–9:00pm, 3 Credits, Sched No 325259
Lexington: W 6:30–9:00pm, 3 Credits, Sched No 325204

Econ C102
Introductory Economics II
A broad introductory survey in which special attention will be given to the role of economic principles in analyzing and understanding current economic problems. Emphasis will be placed on examining the overall functioning of the economy and dealing with such matters as unemployment, inflation and recession. Other areas of emphasis will vary from section to section and may include: economics of government spending and taxation, economic development, alternative economic systems and other topics. (May be taken before Econ C101.)
Core Area: Social and Behavioral Sciences.

West Roxbury: M 6:30–9:00pm, 3 Credits. Sched No 325451

On-Campus Evening Courses in Economics
Introduction to Marxist Analysis • Economic Theory II (Macroeconomics) • Economic Development • Labor Market Economics

English

Engl 101
Freshman English I
Small class instruction and practice in grammar, rhetoric, and the articulation of logical thought. Practice in writing for college courses on various kinds of topics, many from experience and observation, chosen to develop the student's confidence and ability. Readings and materials vary from section to section, but all sections require a minimum of eight 600-word papers.
Note: This course satisfies the first half of the College of Arts and Sciences writing requirement.

Downtown Center: S 11:15am–1:45pm, 3 Credits, Sched No 325653

Engl 102
Freshman English II
Continuation of Engl 101, with emphasis on topics and writing assignments of the kinds encountered in many types of college courses. Readings and materials vary from section to section, but all sections require a minimum of seven papers, including a longer research paper.
Note: This course satisfies the second half of the College of Arts and Sciences writing requirement.

Hingham: MW 6:00–7:40pm, 3 Credits, Sched No 325906
West Roxbury: TuTh 6:30–7:45pm, 3 Credits, Sched No 325855

Engl 215
Intermediate Composition: Writing in the Business World
This course examines the elements and forms of good business writing, with particular reference to corporate practice. Designed for those with little or no formal training in writing beyond freshman composition, it covers the standard business forms (letter, memorandum, product description, sales proposal, and special report) and the elements of style (usage, syntax, sentence construction, and verbal economy). Consideration will be given to the styles appropriate for different business situations and the full range of devices available for persuasion. Background data for assignments will be culled from the *American Business Communication Casebooks* and such major reference works as Moody's *Industrial Manual* and the *World Directory of Multinational Enterprise.*

Downtown Center: M 6:30–9:00pm, 3 Credits, Sched No 326103

On-Campus Evening Courses in English
Humanistic Perspectives • Introduction to the Art of Literature • The Nature of Literature: Poetry • The Nature of Literature: Drama • The Nature of Literature: Fiction • Introduction to Shakespeare • Practical Criticism • Contemporary American Fiction • Literature and the Political Imagination • Shakespeare I • Contemporary American Poetry

History

Hist C112
Modern Western Civilization
This course traces the major political, economic, and cultural changes which have shaped Western society from the enlightenment to the present. In particular, special attention will be given to the ways in which Western society was transformed by the French Revolution and the Industrial Revolution and by the rise of such ideologies as liberalism, conservatism, socialism, and nationalism. In addition, the course will focus upon the growth of Western imperialism in the late nineteenth and early twentieth centuries and upon the two great global conflicts which led to the eclipse of Europe and the emergence of the United States and the Soviet Union as the two great superpowers.
Core Area: Historical and Cultural Studies.

West Roxbury: M 6:30–9:00pm, 3 Credits, Sched No 326305

On-Campus Evening Courses in History
Ideas and Morality II • Foundations of Western Civilization • Revolutions in the Modern World • Roman History • The High and Later Middle Ages • Spain Since 1713 • American Urban History • Women in Social Movements, U.S.: 1800–Present • The Medieval Mind • Women Puritans and Romantics • Comparative Slavery

Management

Mgt 130
Introduction to Business
Familiarizes students with the nature of business and its relationship to other institutions in society. The course examines business ownership, organization, management, marketing, human resources management, production, and finance. In addition, the course explores issues in the relationships between capitalism and business, the law and business, and government and business.

Braintree: W 6:30–9:00pm, 3 Credits, Sched No 328254
Hingham: M 6:00–9:15pm, 3 Credits, Sched No 328305
Lexington: Tu 6:30–9:00pm, 3 Credits, Sched No 328158
Medford: W 6:30–9:00pm, 3 Credits, Sched No 328209
West Roxbury: Th 6:30–9:00pm, 3 Credits, Sched No 328103
Downtown Center: S 11:15am–1:45pm, 3 Credits, Sched No 328052

On-Campus Evening Courses in Management
UMass/Boston's College of Management offers many evening courses at the Harbor Campus; these courses are open only to degree-seeking students in the College.

Mathematics and Computer Science

To insure proper placement in mathematics and computer science courses, the University requires students to take a diagnostic test prior to admission. Arrangements to take the test can be made through the Mathematics and Computer Science Department (telephone 929-7960). The test may also be taken during on-site registration and add/drop periods as set forth in the off-campus registration schedule.

Math C105
Introduction to Computer Concepts
Discussion of computer applications, components and terminology; historical and recent developments; computer "arithmetic"; processing equipment and its uses; and computer languages.
Note: No student receives graduation credits for Math C105 if it is taken after successful completion of Math C137 or a higher math course. Math majors cannot take Math C105 for credit.
Prerequisite: Math Diagnostic Test.
Core Area: Mathematics and Computer Languages.
Note: The fee for this three-credit course is $225.00.

Braintree: Tu 6:30–9:00pm, 3 Credits, Sched No 327406
Medford: W 6:30–9:00pm, 3 Credits, Sched No 327300

Math C110
Basic Algebra
For students with weak math backgrounds who want to develop skills for further math or science courses. Covers basic high school math. Topics include: multiplying and factoring polynomials, linear equations and straight lines, fractional exponents and radicals, ratios or polynomials, quadratics, word problems. Generally limited to students with less than 3 years of high school math preparation.
Note: No student will receive graduation credits for Math C110 if it is taken after successful completion of Math C124 or C130 or a higher mathematics course.
Prerequisite: Math Diagnostic Test only.
Core Area: Mathematics and Computer Languages.

West Roxbury: W 6:30–9:00pm, 3 Credits, Sched No 327653
Downtown Center: S 8:30–11:00am, 3 Credits, Sched No 327608

Math C130
Precalculus
Preparation for first year calculus. Covers symmetry, graphs, functions, lines, parabolas and max-min problems, exponential and logarithm functions, exponential growth, semilog graphing, and the trigonometric functions and their inverses. Qualified students should enter Math C140 *without* taking this course.
Note: No student will receive graduation credits for Math C130 if it is taken after successful completion of Math C140 or a higher math course. Students who have successfully completed Math C130 may not subsequently take Math C124 for credit.
Prerequisite: Math Diagnostic Test only. Successful completion of Math C110 is not enough.
Core Area: Mathematics and Computer Languages.

Downtown Center: S 11:15am–1:45pm, 3 Credits, Sched No 327855

On-Campus Evening Courses in Mathematics and Computer Science
Applied Algebra • Introductory Statistics • Introduction to Computer Programming: PASCAL • Intermediate Computer Programming: PASCAL • Calculus I • Calculus II • Numerical Computing • Linear Algebra I • Assembly Language Programming • Algorithms and Data Structure • Applied Discrete Mathematics • Higher Level Language • Computer Graphics

Nursing

Registered nurses interested in entering the Bachelor of Science in Nursing (BSN) program of UMass/Boston's School of Nursing should formally apply for admission to the University. While registered nurses may receive academic credit for courses taken through UMass/Boston's Division of Continuing Education, this does not guarantee acceptance into the BSN program. Upper-division nursing courses are open only to matriculated students who have been accepted into the School of Nursing. Application information is available from the University's Admissions Office. Specific information about the RN/BSN program may be obtained from Judith Lewis, coordinator, RN/BSN program (929-8504).

Nurs 201
Pathophysiology
This course deals with alterations in the normal physiology of body structures. The course first discusses normal states, then physiological changes that ultimately result in the symptoms of disease. It considers the various body systems (eg., cardiovascular, renal, respiratory, endocrine).
Prerequisites: Biol C111 and Biol 207.

West Roxbury: Th 6:30–9:00pm, 3 Credits, Sched No 328507

Nurs 313
Clarification of the Social Self
In our busy social and work worlds we often find ourselves making decisions and dealing with people without finding the time to analyze our behavior. The forces that influence these activities will be explored in this course through experiential exercises, readings, and discussion. Some areas that will be explored are communication skills, ethical decision-making, and social identity.

Medford: Tu 6:30–9:00pm, 3 Credits, Sched No 328569

Philosophy

Phil C108
Moral and Social Problems
Important moral and social issues of current concern will be examined and debated. The course covers three problems each semester from a list including: criminal punishment, war, abortion, racism, violence, the death penalty, private property, and sexism.
Core Area: Philosophical and Humanistic Studies.

Hingham: Tu 6:00–9:15pm, 3 Credits, Sched No 331602

On-Campus Evening Course in Philosophy
Introduction to Philosophy

Psychology

Psych C100
Introductory Psychology
An introduction to the scientific study of individuals and their behavior including an examination of human development, psychological processes (for example, feeling, thinking, learning), personalities, social relationships and biological processes. Course assignments and classroom work will integrate the course content with training in writing skills.
Core Area: Social and Behavioral Sciences.

Braintree: Tu 6:30–9:00pm, 3 Credits, Sched No 332001

Psych 200
Personality
Conceptions of human nature are examined in light of various theories of personality. This course focuses on the theories of Freud, Adler, Sullivan, Erikson, Kelly, Ego psychologists, and other theorists presenting the behavioristic and humanistic perspectives. Among the topics to be addressed are: personality structure and its development; stress and coping, neurotic styles; human motives and their measurement.
Prerequisite: Psych C100 or 101.

West Roxbury: W 6:30–9:00pm, 3 Credits, Sched No 332203

Psych 241
Infancy and Childhood Development
This course explores human development from infancy to middle childhood, i.e., from childbirth to ages seven or eight. Major emphasis will be placed on early perceptual, cognitive, social and affective development bearing the following questions in mind: How does the world of space and objects appear to the infant? How does he or she acquire knowledge and discover reality? How does the child experience the world of people and develop a sense of self? How does the child develop attachments to others and what role do the significant people play in his or her life?
Prerequisite: Psych C100 or 101.

Lexington: Th 6:30–9:00pm, 3 Credits, Sched No 332405

Psych 242
Adolescence
This course is designed to acquaint students with psychological characteristics of adolescent development, theoretical approaches to adolescence, and experimental studies of the causes of a variety of behaviors during adolescence. The course will also focus upon major problems and characteristics of adolescents in modern society.
Prerequisite: Psych C100 or 101.

Hingham: W 6:00–9:15pm, 3 Credits, Sched No 332703
Medford: Th 6:30–9:00pm, 3 Credits, Sched No 332652
Downtown Center: S 8:30–11:00am, 3 Credits, Sched No 332607

Psych 243
Psychology of Adult Development and Human Aging
A developmental approach to human integrity and functioning in the second half of the lifespan. Stereotyped ideas about the aging process are critically reviewed. Special attention is given to newer approaches to facilitating psychological well-being in the latter years of life.
Prerequisite: Psych C100 or 101.

Braintree: Tu 6:30–9:00pm, 3 Credits, Sched No 332905

On-Campus Evening Courses in Psychology
Introduction to Behavioral Research • Psychopathology • Social Psychology • Perception • Comparative Psychology • Freud Case Histories

Sociology

Sociol C101
Introduction to Sociology
The structure of society, cultural patterns, and group life. The individual and socialization, groups, institutions, social systems, social change.
Core Area: Social and Behavioral Sciences.

Hingham: M 6:00–9:15pm, 3 Credits, Sched No 333955

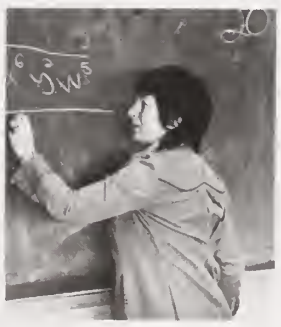
Sociol C242
Sociology of the Family
A comparative and historical analysis of family systems. Emphasis on the development and future prospects of the nuclear family in middle class industrial society.
Prerequisite: Sociol C101 or 101.
Core Area: Social and Behavioral Sciences.

Braintree: Th 6:30–9:00pm, 3 Credits, Sched No 333753
Lexington: M 6:30–9:00pm, 3 Credits, Sched No 333708

Sociol 342
Aging and Society
An examination of theories and research on aging and society. The course is organized in two sections. The first section explores the general relationship of the aging process and the aged to the social, economic and political systems in a youth-oriented and work-oriented society. The second section draws upon cross-national and cross-cultural material.
Prerequisite: Sociol C101 or 101.

West Roxbury: Tu 6:30–9:00pm, 3 Credits, Sched No 334152

On-Campus Evening Courses in Sociology
Youth and Society • Social Stratification • Society and the Individual • Population and Ecology



Are you matriculated?

For more information, check the appropriate box on your registration form or call 929-7755.

Schedule of Evening Classes Off-Campus

Please note: any on-site registration session cancelled due to bad weather will be rescheduled exactly one week later.

Dept. Code, No. Title	Day(s), Time Credits, Lab Fee Schedule Number

Braintree High School
128 Town Road
Braintree, MA

On-site registration: January 14 & 16, 6:00–8:00pm

AF 210 Financial Accounting	M 6:30–9:00pm 3 Credits 323704
AF 211 Managerial Accounting	M 6:30–9:00pm 3 Credits 324052
Anth 280 Culture and Medicine	W 6:30–9:00pm 3 Credits 324305
Biol 108 Introduction to Nutrition	W 6:30–9:00pm 3 Credits 324552
Econ C101 Introductory Economics I	Th 6:30–9:00pm 3 credits 325259
MGT 130 Introduction to Business	W 6:30–9:00pm 3 Credits 328254
Math C105 Introduction to Computer Concepts	Tu 6:30–9:00pm 3 Credits Special Course Fee: $225.00 327406
Psych C100 Introductory Psychology	Tu 6:30–9:00pm 3 Credits 332001
Psych 243 Psychology of Adult Development and Human Aging	Tu 6:30–9:00pm 3 Credits 332905
Sociol C242 Sociology of the Family	Th 6:30–9:00pm 3 Credits 333753

Hingham High School
41 Pleasant Street
Hingham, MA

On-site registration: January 17, 4:00–7:00pm (14 Main St., Hingham)

AF 211 Managerial Accounting	Tu 6:00–9:15pm 3 Credits 324103
Engl 102 Freshman English II	MW 6:00–7:40pm 3 Credits 325906
MGT 130 Introduction to Business	M 6:00–9:15pm 3 Credits 328305
Phil C108 Moral and Social Problems	Tu 6:00–9:15pm 3 Credits 331602
Psych 242 Adolescence	W 6:00–9:15pm 3 Credits 332703
Sociol 101 Introduction to Sociology	M 6:00–9:15pm 3 Credits 333955

Lexington High School
251 Waltham Street
Lexington, MA

On-site registration: January 16 & 17, 6:00–8:00pm

AF 211 Managerial Accounting	Th 6:30–9:00pm 3 Credits 323951
Econ C101 Introductory Economics I	W 6:30–9:00pm 3 Credits 325204
MGT 130 Introduction to Business	Tu 6:30–9:00pm 3 Credits 328158
Psych 241 Infancy and Childhood Development	Th 6:30–9:00pm 3 Credits 332405
Sociol C242 Sociology of the Family	M 6:30–9:00pm 3 Credits 333708

Medford High School
489 Winthrop Street
Medford, MA

On-site registration: January 14 & 16, 6:00–8:00pm

AF 210 Financial Accounting	M 6:30–9:00pm 3 Credits 323653
Chem C108 Introduction to Chemistry II	TuTh 6:30–9:30pm 4 Credits; Lab Fee: $20.00 325002
Math C105 Introduction to Computer Concepts	W 6:30–9:00pm 3 Credits Special Course Fee: $225.00 327300
MGT 130 Introduction to Business	W 6:30–9:00pm 3 Credits 328209
Nurs 313 Clarification of the Social Self	Tu 6:30–9:00pm 3 Credits 328569
Psych 242 Adolescence	Th 6:30–9:00pm 3 Credits 332652

West Roxbury High School
1205 VFW Parkway
West Roxbury, MA

On-site registration: January 16 & 17, 6:00–8:00pm

AF 210 Financial Accounting	Tu 6:30–9:00pm 3 Credits 323608
AF 211 Managerial Accounting	W 6:30–9:00pm 3 Credits 324007
Anth C103 Introduction to Cultural Anthropology	W 6:30–9:00pm 3 Credits 324196
Biol 108 Introduction to Nutrition	Tu 6:30–9:00pm 3 Credits 324507
Chem C108 Introduction to Chemistry II	MW 6:00–9:00pm 4 Credits; Lab Fee: $20.00 324956
Econ C102 Introductory Economics II	M 6:30–9:00pm 3 Credits 325451
Engl 102 Freshman English II	TuTh 6:30–7:45pm 3 Credits 325855
Hist C112 Modern Western Civilization	M 6:30–9:00pm 3 Credits 326305
MGT 130 Introduction to Business	Th 6:30–9:00pm 3 Credits 328103
Math C110 Basic Algebra	M 6:30–9:00pm 3 Credits 327653
Nurs 201 Pathophysiology	Th 6:30–9:00pm 3 Credits 328507
Psych 200 Personality	W 6:30–9:00pm 3 Credits 332203
Sociol 342 Aging and Society	Tu 6:30–9:00pm 3 Credits 334152

Classes in Downtown Boston

Dept. Code, No. Title	Day(s), Time Credits, Lab Fee Schedule Number

UMass/Boston Downtown Center
Arlington and Stuart Streets
(Park Square)
Boston, MA

On-site registration: January 19, 10:00am–12:00 noon

AF 210 Financial Accounting	S 8:30–11:00am 3 Credits 323557
AF 211 Managerial Accounting	S 8:30–11:00am 3 Credits 323906
Engl 101 Freshman English I	S 11:15am–1:45pm 3 Credits 325653
Engl 215 Intermediate Composition: Writing in the Business World	M 6:30–9:00pm 3 Credits 326103
MGT 130 Introduction to Business	S 11:15am–1:45pm 3 Credits 328052
Math C110 Basic Algebra	S 8:30–11:00am 3 Credits 327608
Mach C130 Precalculus	S 11:15am–1:45pm 3 Credits 327855
Psych 242 Adolescence	S 8:30–11:00am 3 Credits 332607

Register early!

The course you want may be filled by walk-in registration time. Why not mail or telephone your course selection now? See page 11 for details.

The Center for Occupational Education

UMass/Boston's Center for Occupational Education provides high quality instruction to those seeking state approval as vocational instructors and/or vocational instructors of students with special needs, as well as courses for regular classroom teachers, special educators, and vocational instructors seeking additional certification as industrial arts teachers. The Center also sponsors courses on special topics for occupational educators, school systems, industry, and labor.

The winter/spring semester for Center-sponsored classes runs from the week of January 28 through the week of May 13 and observes the February and April vacations of the school systems where the classes are given. Registration in advance by mail, with the form in this publication, is strongly advised. Registration after January 18 is subject to a $20.00 late fee.

For further information about courses or programs offered through the Center for Occupational Education, please contact:

University of Massachusetts at Boston
Division of Continuing Education
Downtown Center
Boston, MA 02125-3393
(617) 956-1000

Courses Leading to Vocational Approval

These courses are open only to persons holding conditional approval and seeking full approval as vocational instructors from the Division of Occupational Education of the Massachusetts Department of Education.

OccEd 201
Foundations of Occupational Education

This is a six (6) credit course designed to introduce provisionally approved vocational education teachers to the history, and the philosophical and psychological principles, of vocational education. The course also presents basic methods and techniques of teaching vocational students, and fundamental planning and evaluation skills useful in teaching vocational education subjects. The course is required by the Massachusetts Department of Education for full approval of vocational education teachers.

Beverly—North Shore Regional Technical High School: TuTh 5:00–7:30pm, 6 Credits, Sched No 328901
Bourne—Upper Cape Cod Regional Technical High School: MW 4:00–6:30pm, 6 Credits, Sched No 328754
Franklin—Tri-County Regional Technical High School: MW 4:00–6:30pm, 6 Credits, Sched No 328709
Hanover—South Shore Regional Technical High School: MW 4:00–6:30pm, 6 Credits, Sched No 328956
Medford High School: TuTh 4:00–6:30pm, 6 Credits, Sched No 328850
West Roxbury High School: TuTh 4:00–6:30pm, 6 Credits, Sched No 328805

OccEd 301
Occupational Information

This course equips the vocational instructor to provide his or her students with formal and informal counseling concerning career and educational choices, as well as to relate topics and skills under study to the larger world of work. Successful participants will master information concerning occupations and their histories, work classifications, job families, and job descriptions. Special emphasis will be given to theories of career development and to psychological, physical, and environmental factors that influence career choices.

Beverly—North Shore Regional Technical High School: M 4:00–6:30pm, 3 Credits, Sched No 329153

OccEd 401
Methods of Teaching Occupational Education

This course is designed to help the new vocational instructor enlarge his or her repertoire of instructional techniques. The course will discuss various techniques that motivate students to learn, and will give special emphasis to developing student performance objectives, using questioning techniques, conducting field trips, directing laboratory experiences, individualizing instruction, using media, and presenting projects.

West Roxbury High School: M 5:00–7:30pm, 3 Credits, Sched No 329355

SecEd 201
Educational Psychology

A study of psychological facts and principles fundamental to learning, teaching, and personal relationships between teacher and learner. Developmental theories will be examined.

Billerica—Shawsheen Valley Regional Vocational High School: M 5:00–7:30pm, 3 Credits, Sched No 333157
Franklin—Tri-County Regional Technical High School: Tu 5:00–7:30pm, 3 Credits, Sched No 333102
West Roxbury High School: W 4:00–6:30pm, 3 Credits, Sched No 333208

Courses Leading to Approval for Vocational Instructors of Students with Special Needs

These courses are open only to persons holding full vocational approval or educational certification from the Massachusetts Department of Education who are seeking approval as vocational instructors of students with special needs.

OccEd 502
Vocational Education Programming for Special Needs Students

This course will introduce vocational education students to contemporary concepts of vocational education for students with special needs. Among topics to be considered are the nature of handicapping conditions, state and federal regulations dealing with the handicapped, educational planning for the handicapped, and the social issues involved in instructing special needs students.

Bourne—Upper Cape Cod Regional Technical High School: Th 3:00–5:30pm, 3 Credits, Sched No 329800
Brookline High School: Tu 3:00–5:30pm, 3 Credits, Sched No 329608
Dorchester High School: M 3:00–5:30pm, 3 Credits, Sched No 329704
Franklin—Tri-County Regional Technical High School: Tu 3:00–5:30pm, 3 Credits, Sched No 329557
Lexington—Minuteman Regional Vocational High School: W 3:00–5:30pm, 3 Credits, Sched No 329653
Lowell High School: Tu 3:00–5:30pm, 3 Credits, Sched No 329855
South Boston High School: Tu 3:00–5:30pm, 3 Credits, Sched No 329759

OccEd 510
Seminar in Vocational Education for Special Needs Teachers

This course is open only to practicum participants. Students are assisted in the development of field testing and the evaluation of curriculum materials and teaching strategies, as well as in the resolution of problems that surface in the course of their practical experiences.

Saugus High School: M 6:00–8:30pm, 3 Credits, Sched No 330056

OccEd 520
Career/Vocational Assessment and Evaluation for Special Needs Students

This course will seek to develop students' understanding of the underlying rationale and theoretical basis of vocational assessment with an emphasis on psychomotor, cognitive, and affective issues as they are expressed in an educational profile. A thorough review of psychometric testing, including vocational aptitude batteries, work sample instruments, and interest inventories, will be conducted. Interpretation and report writing will be stressed as well as discussion of implementation issues of vocational assessment in public school settings.

New Bedford—Greater New Bedford Regional Technical High School: W 3:00—5:30pm, 3 Credits, Sched No 330354
Oak Bluffs—Martha's Vineyard Regional High School: M 4:00–6:30pm, 3 Credits, Sched No 330258
Randolph High School: Th 3:00–5:30pm, 3 Credits, Sched No 330309

OccEd 534
Instructional Strategies and Programming for Special Needs Students

Teaching methodologies and strategies in special needs education will be the primary focus of the course, with emphasis on assessment, program and curriculum modification, remediation techniques, and task analysis. Special consideration will be given to integrating students into existing vocational training settings and the development of alternative community-based training programs.

Melrose High School: W 3:00–5:30pm, 3 Credits, Sched No 330607

The Center for Occupational Education (continued)

SecEd 420
Tests and Measurements

Theory and practice of measurement and evaluation in the secondary school. This course will examine standardized and teacher-devised instruments; individual and group measurement of achievement and intelligence; introductory statistics as they pertain to tests and measurements; marking and grading.

Beverly—North Shore Regional Technical High School: M 7:00–9:30pm, 3 Credits, Sched No 333506
Boston—UMass/Downtown Center: F 6:00–8:30pm, 3 Credits Sched No 333400
West Roxbury High School: M 4:00–6:30pm, 3 Credits, Sched No 333455

OccEd 598
Practicum in Vocational Special Needs Education I

This course will provide students with an opportunity to plan a project for the improvement of a special needs program in a vocational education setting. Emphasis will be placed upon observation of successful vocational special education practices.
Prerequisites: Successful completion of OccEd 201, 301, and 401 with no grade below D and not more than two grades of C.

Cambridge Rindge and Latin High School: M 3:00–5:30pm, 3 Credits, Sched No 331102
Fall River—Diman Regional Technical High School: Tu 3:00–5:30pm, 3 Credits, Sched No 331051
Hanover—South Shore Regional Technical High School: Th 4:00–6:30pm, 3 Credits, Sched No 331157
Winthrop Middle School: W 3:00–5:30pm, 3 Credits, Sched No 331006

OccEd 599
Practicum in Vocational Special Needs Education II

This course will provide each student with an opportunity to implement a project for the improvement of a special needs program in a vocational education setting. Only students who successfully complete this practicum will be recommended to the Massachusetts Department of Education for approval as vocational instructors of students with special needs. This course must be taken concurrently with OccEd 510.
Prerequisite: OccEd 598.
Note: The fee for this three credit course is $190.

Saugus High School: By arrgt, 3 Credits, Sched No 331359

Courses Leading to Industrial Arts Certification

These courses are open only to persons holding Massachusetts educational certification and seeking additional certification as industrial arts teachers.

IndArts 220
Graphic Arts I

This course is an introduction to the printing field and covers all phases of two major processes: letterpress printing and offset printing. (Silkscreen printing will be briefly discussed.) Hands-on experience will be part of the learning process, and each student will work to complete a printing project.
Prerequisite: IndArts 210.

Watertown High School: M 4:00–6:30pm, 3 Credits, Sched No 326709

IndArts 340
Technical Drawing II

This course is a continuation of Technical Drawing I. The topics that will be covered include types of pictorial drawings, developments, revolutions, sectioning, auxiliary views, and threads and fasteners.
Prerequisite: IndArts 240.

Watertown High School: Th 6:00–8:30pm, 3 Credits, Sched No 327108

Special Programs

Registration for Non-credit and Library Science Offerings

To register for courses offered through the following programs, please use the form below.

Alcoholism Treatment Services
Auditor's Institute
Emergency Service Training
Graduate Test Preparation
Library Science

Name _____ Social Security Number _____

Address _____

City _____ State _____ Zip _____

Home Telephone _____ Business Telephone _____

Title of Course _____ Schedule No. _____ Course Fee _____

Title of Course _____ Schedule No. _____ Course Fee _____

Title of Course _____ Schedule No. _____ Course Fee _____

Fee(s) Total $ _____

Late Fee (if applicable) $ 20.00

Total Payment Enclosed $ _____

Please make your check payable to University of Massachusetts at Boston—Continuing Education. Detach this form and mail check and form to:

Division of Continuing Education
Attn: Janice Kinahan
University of Massachusetts at Boston
Harbor Campus
Boston, MA 02125-3393

To register using MasterCard, VISA, or company/agency purchase order, please call (617) 929-7933 between 9:00 am and 5:00 pm.

Alcoholism Treatment Services

The Alcoholism Treatment Services Certificate Program is designed for those working or interested in working in the treatment of alcoholism. Participants will:

- receive classroom and field experience in the various approaches to treating alcoholism;
- become familiar with the management and operation of alcoholism rehabilitation and detoxification centers;
- learn how to assess community needs and to act as leaders in alcoholism treatment services and administration.

This non-credit program consists of four required courses and a required practicum. The program offers an additional course that may be taken by persons wishing to continue their professional development in the field of alcoholism treatment services. Each course carries 3 Continuing Education Units (CEU's); the practicum carries 10 CEU's. Each participant completing the program will receive a certificate.

Alcoholism and the Family
Jan 29–May 14, Tu 5:00–7:30pm, Sched No 96565-51, 3 CEU's, Fee: $151.50, Prerequisite: Permission of Program Director

The Use and Abuse of Alcohol in Society
Jan 26–May 11, S 11:00am–1:00pm, Sched No 96550-51, 3 CEU's, Fee: $151.50, Prerequisite: Permission of Program Director

Alcoholism Counseling and Therapy
Jan 26–May 11, S 1:00–3:00pm, Sched No 96551-51, 3 CEU's, Fee: $151.50, Prerequisite: Permission of Program Director

Organization and Administration of Alcoholism Treatment Facilities
Jan 26–May 11, S 9:00–11:00am, Sched No 96552-51, 3 CEU's, Fee: $151.50, Prerequisite: Permission of Program Director

Practicum in Alcoholism Rehabilitation Services
By arrgt. with Program Director, First meeting: Saturday, January 26, 9:00am, Sched No 96561-51, 10 CEU's, Fee: $505.00, Prerequisite: Permission of Program Director.

All persons wishing to register for courses offered through the Alcoholism Treatment Services Program must obtain the prior approval of Dr. Jack Shea, Program Director. Further information about registration requirements or about any other aspect of the program is available from:

Alcoholism Treatment Services
Division of Continuing Education
University of Massachusetts at Boston
Downtown Center
Boston, MA 02125-3393
(617) 956-1000

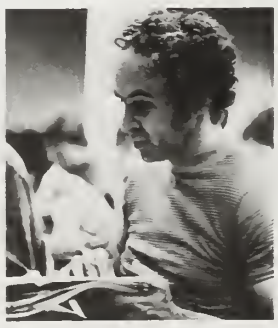
The Auditor's Institute

The Auditor's Institute is cosponsored by the Massachusetts State Auditor's Office and the Division of Continuing Education. It has been established to promote sound and efficient management of state resources that are committed to the purchase of services. This goal can only be achieved if the parties involved in the service delivery system understand how the system works and what the state requires. To foster this understanding the Institute will offer a course that meets for a full day, once a week, for seven weeks. The course is designed to meet the needs of mid-level managers in governmental and human service vendor agencies, owners of small human service vendor agencies, members of vendor boards of directors, and supervisory level auditors. The course consists of eight modules covering the following topics: public and private sector accounting systems, record retention, contract mangement, operations management, auditing policies and procedures, and fundamentals of data processing.

In winter/spring, 1985, this course will be offered at locations in Boston, Worcester, Lowell, and Fall River.

The Institute welcomes requests for further information concerning its programs as well as suggestions for new offerings. Further information about the Auditor's Institute is available from:

Division of Continuing Education
University of Massachusetts at Boston
Downtown Center
Boston, MA 02125-3393
(617) 956-1000



Register early!

Early registration helps assure that the course you want will be available when you need it. Why not mail or telephone your course selection now? See page 11 for details.

Business Writing

Engl 215
Intermediate Composition:
Writing in the Business World

This course examines the elements and forms of good business writing, with particular reference to corporate practice. Designed for those with little or no formal training in writing beyond freshman composition, it covers the standard business forms (letter, memorandum, product description, sales proposal, and special report) and elements of style (usage, syntax, sentence construction, and verbal economy). Consideration will be given to the styles appropriate for different business situations and the full range of devices available for persuasion. Background data for assignments will be culled from the *American Business Communication Casebooks* and such major reference works as Moody's *Industrial Manual* and the *World Directory of Multinational Enterprise*.

The instructor for this course is Paul E. Forte, who has studied at the University of Massachusetts at Amherst, the City University of New York, and the State University of New York at Buffalo, where he earned his doctoral degree. For the past three years he has worked as an international sales executive for the John Hancock Mutual Life Insurance Company, marketing foreign group insurance and pension contracts to Fortune 500 companies headquartered in the Midwest. Dr. Forte has taught numerous courses in writing, literature, and verbal proficiency in the Boston area.

Note: to register for this course, use the registration form for credit courses on page 2.

Jan 28–May 13, M 6:30–9:00pm, Downtown Center, 3 Credits, Sched No 326103, Course Fee: $151.50

Center for Occupational Education

The Center for Occupational Education provides high quality instruction to those seeking state approval as vocational instructors and/or vocational instructors of students with special needs. The Center operates under the auspices of the Division of Occupational Education of the Massachusetts Department of Education and holds full approval from that agency. The Center also sponsors industrial arts courses for professional industrial arts teachers as well as regular classroom teachers, special educators, and vocational teachers seeking additional certification as industrial arts teachers.

Courses offered for credit are listed in a special section elsewhere in this publication.

The Center invites occupational educators and representatives of school systems, industry, and labor to suggest additional activities it might sponsor. Further information about the Center is available from:

Center for Occupational Education
Division of Continuing Education
University of Massachusetts at Boston
Downtown Center
Boston, MA 02125-3393
(617) 956-1001

Emergency Service Training

The emergency medical service system is made up of three components: 1) "first responders," who are able to start emergency care immediately when time is important for the survival of victims of serious accidents or sudden illnesses, and to provide aid that will prevent further injuries and may even save lives; 2) emergency medical technicians, who provide advanced emergency medical care, stabilize the condition of victims, and prepare victims for transportation; and 3) hospital emergency departments, which provide the final stage of emergency care and treat victims as they begin to recuperate. Both the American Red Cross and the American Heart Association believe that there should be one first responder in every household and every office. Working toward this goal, the Office of Emergency Service Training offers reasonably priced training to the general public in the various elements of "first response." The Office also conducts more advanced courses for persons who wish to become emergency medical technicians and for practicing EMTs who wish to upgrade their skills.

First Responder Training Program
Jan 23–Feb 27, MW 6:30–9:30pm, Sched No 37110-51, Fee: $20.00
Apr 2–May 2, TuTh 6:30–9:30pm, Sched No 37110-52, Fee: $20.00

CPR—Basic Cardiac Life Support and Emergency Cardiac Care
Mar 5–Mar 14, TuTh 6:30–9:30pm, Sched No 37150-51, Fee: $7.00
May 14–May 23, TuTh 6:30–9:30pm, Sched No 37150-52, Fee: $7.00

CPR Recertification
By appointment, Sched No 37445-51, Fee: $5.00

Defensive Driving
Feb 11–Feb 13, MW 6:00–10:00pm, Sched No 37140-51, Fee: $20.00
Apr 16–Apr 18, TuTh 6:00–10:00pm, Sched No 37140-52, Fee: $20.00
May 20–May 22, MW 6:00–10:00pm, Sched No 37140-53, Fee: $20.00

Advanced First Aid
Feb 4–Apr 1, MW 3:30–6:30pm, Sched No 37334-51, Fee: $55.00

Advanced Life Saving
Apr 2–Apr 18, TuTh 6:00–10:00pm, Sched No 37444-51, Fee: $20.00

Emergency Medical Technician
Jan 14–May 15, MW 6:00–9:30pm, Sched No 37210-51, Fee: $300.00
Jan 15–May 9, TuTh 6:00–9:30pm, Sched No 37210-52, Fee: $300.00

Emergency Medical Technician—Ambulance Refresher Course
Feb 5–Feb 21, TuTh 6:00–10:00pm, Sched No 37230-51, Fee: $50.00
Apr 1–Apr 17, MW 6:00–10:00pm, Sched No 37230-52, Fee: $50.00

Water Rescue
Mar 16–Mar 17, Sat & Sun 8:00 am–4:30pm, Sched No 37230-51, 10 CEU's, Fee: $45.00
Apr 27–Apr 28, Sat & Sun 8:00 am–4:30pm, Sched No 37230-52, 10 CEU's Fee: $45.00

Basic Cardiac Life Support During Transport
Feb 26–Feb 28, TuTh 6:00–9:30pm & Mar 2, S 8:00am–4:30pm, Sched No 37340-51, 10 CEU's, Fee: $40.00
Mar 25–Mar 27, MW 6:00–9:30pm & Mar 30, S 8:00am–4:30pm, Sched No 37340-52, 10 CEU's, Fee: $40.00

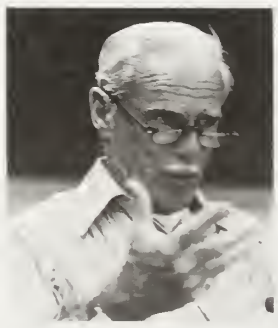
Emergency Vehicle Operation
Feb 25–Mar 13, MW 6:30–9:30pm & Mar 9–Mar 10, Sat & Sun 8:00am–4:30pm, Sched No 37310-51, 28 CEU's, Fee: $165.00
Apr 23–May 9, TuTh 6:30–9:30pm, & May 4–May 5, Sat & Sun 8:00am–4:30pm, Sched No 37310-52, 28 CEU's, Fee: $165.00

Crisis Management: De-Escalation Techniques
Mar 11–Mar 15, MWF 6:00–10:00pm, Sched No 37120-51, 12 CEU's, Fee: $30.00
Apr 29–May 3, MWF 6:00–10:00pm, Sched No 37120-52, 12 CEU's, Fee: $30.00

EMT Dispatcher
Feb 21–Feb 28, TuTh 6:30–9:30pm & Mar 2, S 8:00am–4:30pm, Sched No 37300-51, 13 CEU's, Fee: $50.00
Mar 28–Apr 4, TuTh 6:30–9:30pm & Apr 6, S 8:00am–4:30pm, Sched No 37300-52, 13 CEU's, Fee: $50.00
May 1–May 8, MW 6:30–9:30pm & May 11, S 8:00am–4:30pm, Sched No 37300-53, 13 CEU's, Fee: $50.00

EMT Lecture Series

Patient Assessment: Trauma	Jan 14, W 7:00–9:00pm Sched No 37705-51 2 CEU's (pending) Fee: $8.00
Mechanisms of Motor Vehicle Trauma	Jan 22, Tu 7:00–9:00pm Sched No 37605-51 2 CEU's (pending) Fee: $8.00
Management of Injuries Caused by Violence	Feb 11, W 7:00–9:00pm Sched No 37706-51 2 CEU's (pending) Fee: $8.00
Shock Management in the Trauma Patient	Feb 19, Tu 7:00–9:00pm Sched No 37606-51 2 CEU's (pending) Fee: $8.00
Treatment for the Attempted Suicide	Mar 11, W 7:00–9:00pm Sched No 37707-51 2 CEU's (pending) Fee: $8.00
Recognizing Child Abuse	Mar 19, Tu 7:00–9:00pm Sched No 37607-51 2 CEU's (pending) Fee: $8.00
The Emotionally Unstable Patient: Violent and Nonviolent	Apr 8, W 7:00–9:00pm Sched No 37708-51 2 CEU's (pending) Fee: $8.00
The Law and Behavioral Emergencies	Apr 16, Tu 7:00–9:00pm Sched No 37608-51 2 CEU's (pending) Fee: $8.00
Hypothermia and Cold Water Near-Drowning	May 13, W 7:00–9:00pm Sched No 37709-51 2 CEU's (pending) Fee: $8.00
Poisoning: Injection, Inhalation, Ingestion, and Absorption	May 21, Tu 7:00–9:00pm Sched No 37609-51 2 CEU's (pending) Fee: $8.00



Graduate Test Preparation Sessions

Developed in conjunction with the Office of Career Services, these review sessions provide intensive classroom work covering all sections of each exam. Each session provides extensive exam practice including a full-length practice test given under exam conditions. The sessions have been scheduled in advance of the dates of tests for which students are preparing.

Review for the Graduate Record Examination (GRE)
Mar 5–Apr 4, TuWTh 6:00–9:00pm, Sched No 10000-51,
Fee: $145.00

Review for the Graduate Management Admission Test (GMAT)
Feb 19–Mar 14, TuWTh 6:00–9:00pm, Sched No 10002-51,
Fee: $145.00
May 14–Jun 6, TuWTh 6:00–9:00pm, Sched No 10002-52,
Fee: $145.00

Review for the Law School Admission Test
Jan 29–Feb 21, TuWTh 6:00–9:00pm, Sched No 10001-51,
Fee: $145.00
May 14–Jun 6, TuWTh 6:00–9:00pm, Sched No 10001-52,
Fee: $145.00

Review for the Medical College Admission Test (MCAT)
Feb 19–Mar 16, MTuW 6:30–9:30pm, Sched No 10003-51,
Fee: $165.00

The registration and refund request deadline for each course is one week prior to the starting of that course.

For further information about these review courses or about the dates of the actual examinations, please call 929-7900.

Library Science

By arrangement with the University of Rhode Island, UMass/Boston's Division of Continuing Education offers courses each semester that meet the requirements of a University of Rhode Island Master's degree in Library Science (M.S.L.S.) The University of Rhode Island's Graduate School of Library and Information Studies is an A.L.A. accredited library school.

The M.S.L.S. degree requires 36 hours of credit of which 21 hours may be completed in Boston. 15 hours must be completed (usually during the summer) at the University of Rhode Island's Kingston campus. To be eligible for the degree program, students must possess a bachelor's degree from an accredited college or university and must have achieved an average of B or better. It is not necessary to be enrolled in a full degree program to receive credit for the courses, although a bachelor's degree is still required. Students who wish to be admitted to the degree program should apply before obtaining 12 credits in courses taken at the University of Massachusetts in Boston.

Persons wishing further information about application procedures for the full degree program should contact the Dean's Office, Graduate School of Library and Information Studies, University of Rhode Island, 74 Lower College Road, Kingston, R.I. 02881, telephone (401) 792-2947.

The courses offered at UMass/Boston's Harbor Campus this winter/spring are:

LSC 503
Collection Development
Jan 16–May 8, W 6:00–8:30pm,
3 University of Rhode Island credits

LSC 541
Library Materials in the Social Sciences
Jan 22–Apr 2, Tu 5:00–8:30pm,
3 University of Rhode Island credits

The fee for each course is $293.00. To register, please use the *non-credit* registration form on page 8. For further information about the library science courses offered in Boston, please contact:

University of Massachusetts at Boston
Division of Continuing Education
Harbor Campus Office
Boston, MA 02125-3393
929-7900

Nationwide Teleconferences

The Division of Continuing Education, through the Office of Educational Telecommunications, offers video and audio teleconferences as part of the National University Teleconference Network. Nearly sixty universities throughout the United States have formed this independent, first-of-its-kind network to build a telecommunications system. The network removes geographic and financial restraints that have previously limited information-sharing among universities, professionals, and the general public.

The teleconferences are held on UMass/Boston's Harbor Campus. Individual programs vary in length from three to six hours. The transmitted segment of each teleconference presents national and world experts who address the subject of the teleconference and answer questions from participants in a two-way, interactive mode. Boston-area experts are present in the meeting room for further discussion of national issues and their regional implications.

To obtain detailed information about individual teleconferences, please contact:

Ms. Kathleen FitzPatrick
Office of Educational Telecommunications
Division of Continuing Education
University of Massachusetts at Boston
Harbor Campus
Boston, MA 02125-3393
(617) 929-7271

Software Specialist Institute

The Software Specialist Institute has been established to provide online/interactive workshop courses for continuing professional education in the field of information technology.

"Hands-on" workshop courses will cover the primary systems areas including operating, application development, database management, data communication, and interactive programming.

The Institute has established its online/interactive format in direct response to the increased software sophistication of the commercial marketplace and its need for persons trained in specific software environments.

The courses and programs offered by the Institute are intended to serve data processors whose primary responsibility is to design, develop, and manage computerized systems, or users who are involved with developing, monitoring, and managing data processing systems.

The Institute welcomes requests for further information concerning its programs, as well as suggestions for new course offerings, research topics, and additional programs. The Institute is also able to provide "in-house" staff assistance and can tailor its programs to address companies' specific needs. Please contact:

The Director
Software Specialist Institute
University of Massachusetts at Boston
Downtown Center
Boston, MA 02125-3393
(617) 956-1144

Register early!

Courses are sometimes cancelled due to low enrollments. Why not mail or telephone your course selection now? See page 11 for details.

Registration for Credit Courses

Registration in advance by mail or telephone is the preferred method for enrolling in continuing education classes. The Division of Continuing Education must cancel classes which do not generate sufficient income to pay faculty salaries and overhead expenses. Early registrations enable the Division to determine whether sufficient interest exists to keep an underenrolled course open past the registration deadline.

Advance Registration by Mail

To register by mail for a course or courses offered at any UMass/Boston location, fill out the registration form included in this bulletin and send the form to:

Division of Continuing Education
University of Massachusetts at Boston
Harbor Campus
Boston, MA 02125-3393

Registrations will be accepted on the basis of available space. Full payment must accompany the registration form (see "Fees and Payments").

Advance Registration by Telephone

Students wishing to pay course and service fees by using MasterCard or VISA may register by telephone. To register by telephone for a course or courses offered at any UMass/Boston location, simply call 929-7933. Verification of your registration will be sent to you.

Note: Unfortunately, telephone registration is available only to students wishing to pay course and service fees by using MasterCard or VISA.

Walk-In Registration

Students who would rather register in person may do so at each off-campus UMass/Boston location on the dates and at the times listed in the course schedule. Walk-in registration will take place at the Continuing Education Office at the Harbor Campus (Wheatley Hall, Second Floor, Room 203) during the following times:

M–Th, 9:00am–5:00pm, F, 9:00 am–4:00 pm

Adding and Dropping Courses

Any student may add or drop courses without penalty before the Add/Drop deadline (see "Academic Calendar").

Withdrawing from Courses

Any student withdrawing from a course after the Add/Drop deadline (see "Academic Calendar") will receive a grade of "W" for that course. Withdrawal forms are available at the Office of Registration and Records. Failure to submit a withdrawal form before 4:00 pm on the last day of the withdrawal period will result in a grade of "F." Withdrawal from a course does not reduce the amount owed except as described in "Refunds" under "Fees and Payments."

Cancellations

The Division of Continuing Education program is supported by student course fees. No state funding is available to help the Division of Continuing Education pay faculty salaries and meet overhead expenses. The Division must therefore cancel underenrolled courses. Before classes begin each term—generally during the week after the regular registration deadline—the Division projects enrollments according to the numbers of students already registered and decides whether to cancel courses that may be underenrolled. The Division makes every effort to offer courses in which there is clear interest and, whenever courses are approaching minimum enrollment, postpones cancellation decisions until the first meetings of those courses. However, *students are encouraged to register early.* There is no risk of cancellation when courses are fully enrolled by the end of the regular registration period.

Any student who has registered for a course that is cancelled may register for another course or request a refund. The course fee will be refunded in full to any student who has paid for a cancelled course and does not wish to register for another course in its place. If all courses for which the student has registered are cancelled, service fees will also be refunded.

Late Registration

Late registration will take place at each UMass/Boston location, on- or off-campus, during the periods listed in the Academic Calendar. Students registering during these periods must pay a $20.00 late registration fee.

Further Information

For further information about Continuing Education courses, please call 956-1000.

Back to college?

"How to go to college if you're not a kid" seminars are conducted at a number of off-campus locations. For information, call 929-8000.

Fees and Payments; General Information

Course and Service Fees

Undergraduate Course Fee	$50.50 per credit
Registration Fee	$10.00
Educational Service Fee	$ 5.00
Late Registration Fee (when applicable)	$20.00
Bad Check Fee (when applicable)	$20.00

Payment of Course and Service Fees

Students must pay in full before their registrations will be accepted. No payment will be accepted after the Add/Drop deadline of the session for which payment is intended. Students may use the following methods to make payment:

Check:

Please make out a separate check to cover the course fee (and lab fee, if applicable) for *each* course that is being requested, and a separate check for total Service Fees (Registration, Educational Service; see Course and Service Fees above). Submission of separate check payments for each course allows the University to return payments immediately for an individual course that is no longer available. Any student who combines payment into one check does so at the risk of having the entire application returned or waiting until after the Add/Drop period for a refund.

Please make checks payable to the University of Massachusetts—Continuing Education.

A payment of course and services fees made with an unacceptable check will result in administrative withdrawal, an additional bad check fee of $20.00, and referral to a collection agency, which may result in liability for the payment of a collection fee.

MasterCard or VISA:

The University of Massachusetts at Boston will accept payment by MasterCard or VISA for all Continuing Education course and service fees. *The minimum acceptable MasterCard or VISA payment is $25.00.* Please fill out the appropriate section of the registration form when registering by mail.

Cash:

Cash payments must be made at the Bursar's Office at the Harbor Campus only. (Administration Building, 2nd Floor; M–F, 9:00 am–3:30 pm.) The Bursar's Office will give you a receipt, which you must submit with your registration form.

Note: Cash payments will not be accepted at any other location.

Lab Fees

Lab fees must be paid for certain courses as indicated in the schedule listings. The amounts of fees appear under schedule numbers for those courses requiring fees. The lab fee for each course must be paid at the time of registration.

Payment by Outside Agencies

If the student's charges are to be paid by an outside agency, a payment authorization from that agency must accompany his or her registration.

Refunds

A student who withdraws from a course will be granted a refund according to the schedule below. Non-attendance does not constitute withdrawal. Students withdrawing from credit courses must file a valid withdrawal form with the Office of Registration and Records. Students withdrawing from non-credit courses must file a valid withdrawal form with the Continuing Education Office.

For courses scheduled for ten or more class meetings:

Withdrawal before the first class meeting	100% Refund
Withdrawal before the second class meeting	90% Refund
Withdrawal before the third class meeting	50% Refund
Withdrawal after the third class meeting	No Refund

For courses scheduled for 6–9 class meetings:

Withdrawal before the first class meeting	100% Refund
Withdrawal before the second class meeting	80% Refund
Withdrawal after the second class meeting	No Refund

For courses scheduled for 1–5 class meetings:

Withdrawal before the first class meeting	100% Refund
Withdrawal after the first class meeting	No Refund

Whenever a refund is due, either because the student wishing the refund has withdrawn from a course or because the University has cancelled the course, *the student must initiate the refund procedure* by notifying the Office of Registration and Records. Refunds will not be processed until after the Add/Drop period.

The amounts of all refunds are computed on the basis of withdrawal dates established by the Office of Registration and Records.

If a student has made a payment with MasterCard or VISA, the refund must be returned as a credit to the student's MasterCard or VISA account.

Unless a course has been cancelled by the University, the $10 registration fee is not refundable.

Student I.D. Cards

All on-campus students are required to carry I.D. cards. Continuing Education students not paying University student service fees may obtain special I.D. cards for the use of on-campus libraries. These I.D. cards do not entitle the bearer to the use of athletic facilities, health services, or student activities which require the payment of additional fees. Cards may be obtained at the Harbor Campus through the I.D. Office (Wheatley Hall, 4th Floor, Room 018) from 9:00 am to 12:00 noon and 1:00 pm to 4:00 pm. The charge is $2.00. Special arrangements will be made for students attending Saturday classes at the Downtown Center to obtain I.D. cards at the beginning of the semester.

The I.D. card fee will be included in the tuition bills of students registered for courses offered through state-funded programs. These students are not required to pay separately for I.D. cards.

Books

Books for all credit courses offered through the Division of Continuing Education may be purchased at the UMass/Boston bookstore. The bookstore is located in the Administration Building at UMass/Boston's Harbor Campus. From January 14 to January 26, the hours will be: Monday–Thursday, 9:00am–7:00pm; Friday, 9:00am–5:00pm; Saturday, 9:00am–1:00pm. From January 28 to February 22, the hours will be: Monday and Tuesday, 9:00am–7:00pm; Wednesday–Friday, 9:00 am–5:00 pm. During the rest of the semester the hours will be Monday–Friday, 9:00am–5:00pm. For futher information, call 929-7250.

Transcripts

All students who wish transcripts sent to other schools must complete transcript request forms in the Office of Registration and Records.

Emergency Cancellations

When classes and activities held at the Harbor Campus or Downtown Center are cancelled because of snow or other emergencies, the University will announce cancellations beginning at 6:00am on radio stations WBZ-AM (1030), WHDH-AM (850), WEEI-AM (590), WEZE-AM (1260), and WBCN-FM (104.1). WCVB-TV (Channel 5) will also carry cancellation announcements 6:00–7:00am, Monday through Friday.

Students in off-campus programs should listen for radio annoucements concerning closing of the off-campus locations.

Save time!

Register now by mail or telephone. See page 11 for details.